



DEPARTMENT OF PERSONNEL

209 E. Musser Street, Room 101
Carson City, Nevada 89701-4204
(775) 684-0150
www.state.nv.us/personnel/

MEMO PERD #21/04

June 8, 2004

TO: Personnel Commission Members
Department Directors
Division Administrators
Agency Personnel Liaisons
Agency Personnel Representatives
Designee for Rules Distribution
Employee Representatives
Media Representatives

FROM: Jeanne Greene, Director
Department of Personnel

SUBJECT: Department of Personnel Mailings via E-Mail

Effective immediately, the Department of Personnel will send agency informational correspondence via e-mail. This will replace hard copy mailings. An example of these items would include, but not be limited to, PERD memos and letters. The correspondence will be sent out as an Adobe (PDF) attachment, which can be downloaded free by visiting www.adobe.com.

We have recently updated our mailing addresses to e-mail addresses from several sources available to us. We want to ensure that our e-mails are received by the recipient. Please help us by informing us of personnel and e-mail address changes. Thank you for your cooperation, and if you experience any problems, please contact Sarah Quick, Word Processing Supervisor at 775-684-0113.

JG:sf/sq